

Third Party Inspection process is as follows:

- Re-registration & Inspection notices are sent to customers 90 days prior to the expiration of the certificate which is based on the previous inspection date.
- The certificate is valid for one year.
- Owners may adjust their inspection date(s) to be anytime during the year by scheduling inspection(s) prior to certificate expiration, but not past the expiration date due to potential penalties.
- Tests performed by an elevator service company are good for one year from the date performed.
- Upon receipt of third party inspection report of compliance, the State will issue a certificate to be posted on equipment as required.
- Third Party inspectors are to submit a “Third Party Periodic Inspection & Test Report” within 30 days to this office by mail, fax (410-333-7721), or electronically 3rdparty.reports@maryland.gov
- **Reports must be filled out correctly, completely and legible.**

It would be suggested to submit the inspection report immediately (regardless of violations written) to better service the customer. If you hold a report and the customer is on the border line of an expired certificate, he may incur penalties and a citation if report is not received by this office in the appropriate time frame. When items are abated by owner, send in a separate report indicating that a re-inspection had been performed. This way, at least the owner is on file that the inspection was completed even if owner does not contact you for the re-inspection. They will have to deal with the consequences of non-compliance in that instance.

The forms needed to be submitted by the Third Party inspector are the “Third Party Periodic Inspection & Test Report”, the “Inspection Violation” form (if applicable) and any test forms as required to be witnessed by statute.

See our web site for additional forms, procedures, and information relating to the inspection process.

- <http://www.labor.maryland.gov/labor/safety/elevthirdparty.shtml>

ATTENTION:

A good rule of thumb if applicable code is not clearly indicated on job site, is to find the installation date (crosshead, equipment tag, and apply the code adoption chart available on our web site to establish the closest code adopted prior to that date. Depending on the contract date, it should capture the initial code or addendum used within a reasonable time frame.

Adoption dates for code years: <http://www.labor.maryland.gov/forms/elevcodedates.pdf>